



How to Write Effective Business English: Excel at E-mail, Social Media and All Your Professional Communications (Better Business English)

Fiona Talbot

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Not only are good communication skills necessary in the workplace, possessing knowledge of business English is vital as well. Being able to succinctly deliver a message through the written word in reports, presentations, or even e-mail will reflect positively on an employee. However, the written English taught in universities and colleges can be very different from the language, tone, or format required in the business world, creating a challenge for both native and non-native English speakers.

This updated second edition of *How to Write Effective Business English* contains practical worksheets and exercises, an expanded chapter on e-communications to include instant messaging, and a new chapter on effective social media writing. The book also offers more and new case studies to illustrate how communication contexts can vary in different organizations.

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